

REPORTS INVENTORY

CONTROL NO.

DDS/00-011

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

PROGRAM REVIEW 5 YEAR

2. TYPE
OF
REPORT☒ STATISTICAL☒ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

☒ FINANCE☒ COMMUNICATIONS

4. NO. OF COPIES PREPARED

THREE

5. FREQUENCY (weekly, monthly, quarterly, etc.)

ANNUALLY

6. DISTRIBUTION (No. of components not number of copies)

OC-Exe Director Controller

7. FORMAT (memorandum, form, computer print-out, etc.)
MEMORANDUM

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

OC-EXECUTIVE DIRECTOR/COMP

10. PREPARING COMPONENT (include lowest level contributing information to report)

OC-CS/RSB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12-16	10.00 average		60 hrs		600.00		annually		600.00
GS-06	3.75		2 hrs		7.50		annually		7.50
									607.50 TOTAL

B. COSTS OF COMPUTER PRODUCED REPORTS

2,340 TOTAL COSTS PER YEAR									

830,474.90

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

15. ACTION PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

18. EXTENSION